

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, April 23, 2012

5:30 p.m.

Hampden Town Office

1. Minutes of 4/2/2012 Meeting
2. Review & Signature of Warrants
3. Old Business
 - a. Pool Air Handler - Financing
 - b. Town Insurance (Auto, Property & Casualty, and Liability) to bid
 - c. Outside Agency Requests – Development of Process
4. New Business
 - a. Playground Equipment Bid Results – Services Committee Recommendation
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, April 2, 2012

Councilor Andre Cushing

Councilor Jean Lawlis

Councilor Tom Brann

Councilor Shelby Wright

Councilor Jeremy Williams (6:15 p.m.)

Town Manager Sue Lessard

Public Works Director Chip Swan

1. Minutes of 3/19/2012 Meeting – Motion by Councilor Brann, seconded by Councilor Lawlis to approve the minutes as presented. Vote 4-0.
2. Review & Signature of Warrants – Warrants for the payments of bills were reviewed and signed.
3. Old Business
 - a. Public Works Vehicle funding recommendation – The Town Manager reported to the Committee that the Infrastructure Committee had recommended the purchase of the F550 from Whited Ford at a net cost of \$72,113.32. The Manager recommended an outright purchase of the vehicle with the funds to be taken from the Public Works Equipment Reserve. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full council funding of the 2012 Ford F550 from Public Works Reserve. Vote 4-0.
 - b. Personal Property Tax Abatements:
 1. Carlen Transport – 2011 \$29,306.88
 2. Thibodeau – 2010 \$ 5,030.76
 3. Thibodeau – 2011 \$14,705.9The Town Manager explained that the taxes listed were not collectible because the businesses are no longer in business and have no assets. Motion by Councilor Lawlis, seconded by Councilor Wright to recommend to the full council the abatement of 2011 personal property taxes for Carlen Transport in the amount of \$29,306.88, Vaughan Thibodeau & Sons in the amount of \$14,705.90, and 2010 personal property taxes for Vaughan Thibodeau & Sons in the amount of \$5,030.76.
 - c. Code of Ethics – The Committee reviewed the draft and changes made as a result of the review by the Town Attorney. Motion by Councilor Wright, seconded by Councilor Lawlis to send the revised draft to the Council to schedule a public hearing. Vote 5-0.
 - d. Council Rules – The Committee reviewed the draft rules. Motion by Councilor Lawlis, seconded by Councilor Wright to send the rules to the full council for consideration. Vote 5-0.
 - e. FOAA Protocol – The Town Manager presented the updated FOAA protocol draft. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council the adoption of the FOAA

Protocol with the addition of 'actual cost of providing the service' to the list of items to be reported monthly to the Council. Vote 5-0.

4. New Business

- a. Review of Fees Ordinance Changes – The Town Manager explained that the fee changes in the Ordinance were related to charges for faxing documents at the library and charges for services provided by the ambulance to make Town rates consistent with billing/payment allowances for the area. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council that the Fees Ordinance changes be introduced for public hearing. Vote 4-0.
- b. Draft – Budget Hearing Date Calendar 2012 – The Committee reviewed the draft Budget hearing date calendar for 2012. Motion by Councilor Wright, seconded by Councilor Lawlis to recommend its approval to the full council. Vote 4-0.
- c. Paper Talks Advertisement Request – Resident Mark Pierce attended the meeting to present a request for funding of an ad in the next edition of Paper Talks magazine for a 1/9th page ad at a cost of \$372. Mr. Pierce had already met with the Communications Committee in regard to the ad and that Committee had voted unanimously to recommend to the full Council the approval of the ad. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council that a 1/9th page ad in the next edition of Paper Talks be purchased for \$372 and funded from Council General Expense. Vote 4-0.
- d. Funding source – Council Sound System Improvements – The Communications Committee asked that this item be put on the Finance & Administration Committee agenda in order to determine if funding was available for repairs to the existing system and new microphones. The Town Manager explained that there was over \$4,000 available for communications-related items. She will contact a technician and have the 'thumping' issue repaired and also get prices on both new microphones and a portable sound system for use in the Community Room for meetings and for other outside events.

5. Public Comment - None

6. Committee Member Comments - None

Motion by Councilor Wright, seconded by Councilor Lawlis to adjourn at 6:55 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

**COMMITMENT & INTEGRITY
DRIVE RESULTS**

One Merchants Plaza, Suite 501
Bangor, Maine 04401
www.woodardcurran.com

T 800.564.2333
T 207.945.5105
F 207.945.5492

MEMORANDUM

TO: Darcy Peakall, Pool Director
FROM: Devon Carter, PE, LEED AP
DATE: April 6, 2012
RE: Lura Hoit Memorial Pool IDECVAV Ventilation Upgrade – Re-Bid Results

The second round of bids for the Pool Ventilation project were opened Thursday, April 5, 2012. As you know, the re-bid of the project included a base bid, which focused on a simplified scope based on the original bid documents. Based on information gathered during review of previous bids, we expected the cost of direct replacement of the existing unit to be a higher cost than this simplified scope. In addition, we also encouraged contractors to propose least-cost options.

Two bids were opened from the following firms: Industrial Heating & Piping Company, Caribou, Maine, and Mechanical Services, Inc., Portland, Maine. A bid tabulation sheet is enclosed summarizing the results of these bids.

Industrial Heating & Piping Company provided a base bid of \$251,500 with a deduct (Alternate No. 1) of \$12,230. The cost with acceptance of the alternate would be \$239,270. Their bid was responsive in regard to acknowledgement of addenda, re-bid narrative, and inclusion of appropriate bid bonds. They did not provide an alternate proposal as described in Article 9 of the bid form, which was their prerogative.

Mechanical Services provided an alternate bid. They did not provide a base bid and were non-responsive in regard to acknowledgement of addenda and re-bid narrative. Article 9 implies a base bid should have been provided. They did include appropriate bid bonds. Their bid on an alternate proposal, as described in Article 9 of the bid form, was \$172,000.

Article 9 of the bid solicitation described the requirements for submitting an alternate solution. It asked for information as part of the bid on how the alternate proposal will appropriately control: interior temperature, interior humidity, indoor air movement, and interior pressure; address energy efficiency concerns; and provide long-term integrity of materials. None of these were specifically addressed, but the information that was provided indicates that a workable system would be possible. We have reached out to Peter Neumeyer of Mechanical Services for additional information and, though not able to provide all the additional information on the above concerns until next week, he did provide the air moving capabilities of the proposed equipment.

The equipment in the proposed base bid would move 8,500 cubic feet per minute (CFM) of air and should control pool room humidity at least 98% of the time. Peter stated that his bid includes equipment that could move up to 6,000 CFM. This would provide humidity control about 95% of the time. Additionally, the alternate system would be somewhat less energy efficient and somewhat less long lived, given that there is more exposure to corrosive chloramines on the supply side of the unit. Also, the base bid unit would allow future cooling capabilities. If these trade-offs are acceptable in light of the price difference between base bid and alternate proposal, we recommend working with Mechanical Services to further define their proposed scope.

Given that the Alternate Proposal is not based on specific design documents, contingency should be considered. We suggest a 15% contingency on Mechanical Services' proposal would allow you room to negotiate and keep project costs below \$200,000.

We will see you on Monday to discuss with the Committee.

DLC/jiv
214514.00 001



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TOWN OF HAMPDEN, MAINE
LURA HOIT MEMORIAL POOL IDECVAV VENTILATION UPGRADE
PROJECT NO. 214514
RE-BID April 5, 2012

		Industrial Heating & Piping Co.			Mechanical Services, Inc.		
No.	Description	Unit	Estimated Quantity	Unit Price	Value	Unit Price	Value
1	Pool Room Ventilation System Replacement	LS	1	\$251,500.00	\$251,500	NO BID	\$0
BID ALTERNATE No. 1							
1	Bid Deduct Alternate 1 (Single Fan)	LS		(\$12,230.00)	(\$12,230)		
TOTAL BID (BASE - ALTERNATE 1)					\$239,270	NO BID	\$0
ALTERNATE PROPOSAL							
1	Alternate Pool Room Ventilation System Replacement	LS	1	NO BID	\$0.00	\$172,000.00	\$172,000.00

TOWN OF HAMPDEN
WESTERN AVE. RECREATION AREA
PLAYGROUND EQUIPMENT
BID SHEET

APRIL 2, 2012
 1:00 pm

BIDDER	# PLAY STATIONS	BID AMOUNT
M. E. O'Brien & Sons, Inc.	option 1 11	17,026.00
M. E. O'Brien & Sons, Inc.	option 2 14	20,922.00



Date: March 22, 2012
Job: Western Avenue Playground
Location: Hampden, Maine
Salesperson: Joel St. Pierre, CPRP, CPSI
E-mail: Joel_StPierre@obrienandsons.com

93 West Street
P.O. Box 650
Medfield, MA 02052
SDO CERTIFIED WBE

Corporate Office: 800-835-0056 • Telephone: 508-359-4200 • Fax: 508-359-2817
Web: www.obrienandsons.com • Email: mail@obrienandsons.com

QUOTATION

We are pleased to offer our quotation on the following for the above subject job:

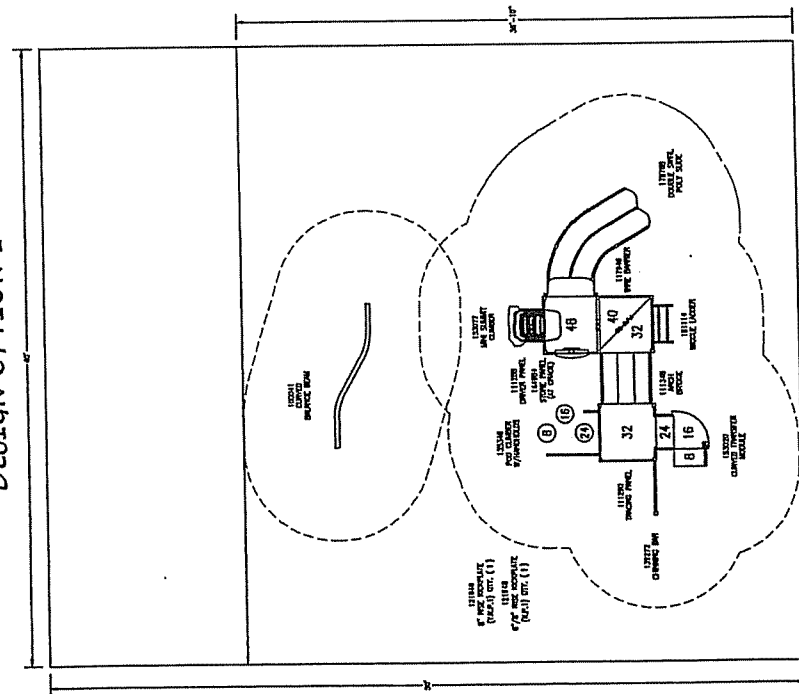
<u>QTY.</u>	<u>MODEL #</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
1		MEO12122PS – Playground Design Option 1 Furnished and Installed	\$17,026.00
1		MEO12122 PLAYSENSE – Playground Design Option Furnished and Installed	\$20,922.00

IMPORTANT NOTES:

- ❖ Customer is responsible for quantity confirmation
- ❖ Pricing on this product is valid for 30 days only, due to the erratic cost of steel at the present time. Prices are subject to review thereafter.
- ❖ Prices based on quantities listed. Any change to quantities may impact prices quoted. The above prices are f.o.b. your specified destination and are for materials only unless otherwise noted.
- ❖ Prices are not using prevailing wages unless otherwise specified.
- ❖ Standard manufacturer's colors, design, specifications, and construction apply, unless specifically noted in description.
- ❖ Our terms are: **To Be Determined** - First order requires 50% deposit & execution of credit application.
- ❖ Retainage does not apply as we are a material supplier only.
- ❖ Please allow 4 to 6 weeks for delivery after receipt of order and architectural approval should it be required.
- ❖ No back charges will be honored unless express written approval has been issued by O'Brien & Sons and price has been agreed on before execution of remedy. Failure to do so will void any obligation of payment toward said remedy on the part of O'Brien & Sons and could result in termination / suspension of your credit / account.
- ❖ Restocking fees will apply on returned items.

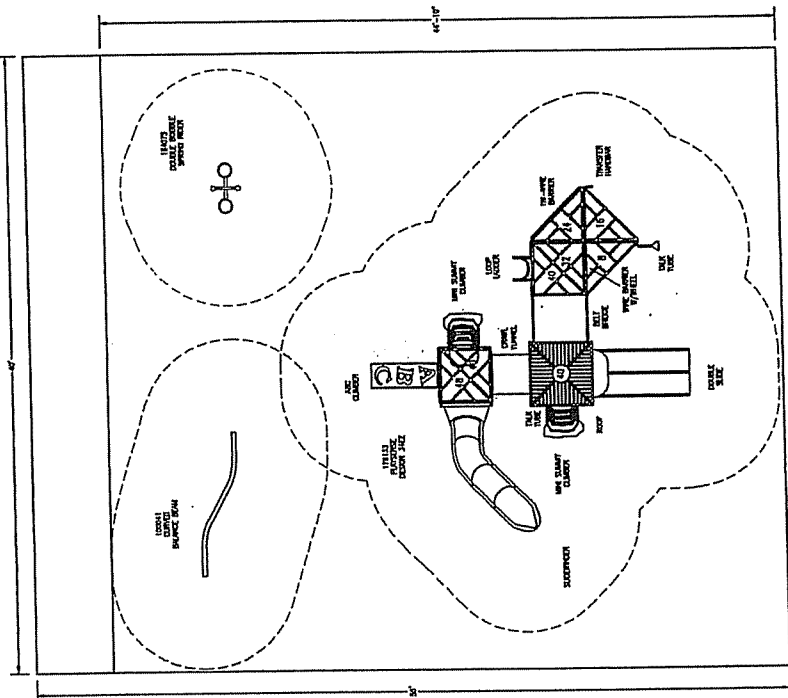
If we can be of further assistance, please feel free to contact us. *Thank you!*

DESIGN OPTION 2



DESIGN OPTION 1

TOTAL	ELEVATED	PLAY COMPONENTS	7	0	REQUIRED
TOTAL	ELEVATED	COMPONENTS ACCESSIBLE BY RAMP	7	4	REQUIRED
TOTAL	ELEVATED	COMPONENTS ACCESSIBLE BY TRANSFER	3	2	REQUIRED
TOTAL	ACCESSIBLE	GROUND LEVEL COMPONENTS SHOWN	3	2	REQUIRED
TOTAL	DIFFERENT TYPES OF	GROUND LEVEL COMPONENTS	3	2	REQUIRED



DESIGN OPTION 2

TOTAL	ELEVATED	PLAY COMPONENTS	9	0	REQUIRED	0
TOTAL	ELEVATED	COMPONENTS ACCESSIBLE BY RAMP	9	0	REQUIRED	0
TOTAL	ELEVATED	COMPONENTS ACCESSIBLE BY TRANSFER	9	0	REQUIRED	0
TOTAL	ELEVATED	COMPONENTS SHOWN	4	4	REQUIRED	3
TOTAL	ACCESSIBLE	GROUND LEVEL COMPONENTS	4	4	REQUIRED	3
TOTAL	DISECCT	TYPES OF GROUND LEVEL COMPONENTS	3	3	REQUIRED	3

**See
landscape
structures**



The play components identified in this plan are IPEDS certified. (Unless otherwise noted)
The use and layout of these components conform to the requirements of ASTM F1487.

THE RAY AREA & INCIDENT IS

DESIGNED FOR AGES 2-5 YEARS
UNLESS OTHERWISE NOTED ON PLAN.

IS THE MANUFACTURER'S OPINION THAT THIS PLAY AREA DOES CONFORM TO A.D.A. ACCESSIBILITY GUIDELINES (ADAMG), ASSURING AN ACCESSIBLE PROTECTIVE SURFACE AT IMPACT? IS COMPLIANCE

WITHIN THE ENTIRE USE ZONE.

INFORMATION AVAILABLE TO US. PRIOR TO INSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY

DESTROYING UTILITIES, SOIL CONDITIONS, AND
WARRANT SOLUTIONS SHOULD BE OBTAINED.
VALUATED, & UTILIZED IN THE FINAL DESIGN.
... IN A MANNER OF DAY

PLEASE VISIT ALL DIVISIONS OF FORT

SLIDES SHOULD HIT
FACE THE HOT AFTERNOON SUN.

THE MAXIMUM FALL HEIGHT FOR THE
STANDARD TEST, ASTM F1487 STANDARD

CONSUMER SAFETY PERFORMANCE SPECIFICATION
FOR PLAYGROUND EQUIPMENT FOR PUBLIC
USE. SECTION 0 CURRENT REVISIONS.

100

[illegible]

IT IS THE MANUFACTURER'S OBLIGATION TO
 INSURE THAT THE LAYOUT OF THESE
 COMPONENTS CONFORM WITH THE
 U.S. CONSUMER PRODUCT

SAFETY COMMISSION'S (OPSC) HANDBOOK FOR PUBLIC PLAYGROUND SAFETY*

DESIGNED BY:
JRA

COMPLETION: 3.18.2012
LANDSCAPE STRUCTURES, INC.
6517 FM 5000 SOUTH - P.O. BOX 188

1-800-724-7244
1-800-724-7244
1-800-724-7244

[illegible]

Date	Previous Drawing #	Billable
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2014年12月20日
 2014年12月20日
 2014年12月20日

Journal of Interpersonal Violence 26(10)

[illegible]

SYSTEM TYPE:
PLAYSHAPER/PLAYSENSE

M.E. O'BRIEN &
SONS, INC.
JOEL, ST. PIERRE

WESTERN AVE. PLAYGROUND
HAMPDEN, ME

